



UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE
MARINE FORCES PACIFIC
UNIT 35605
FPO AP 96606-5605

ForO P4400.1

4

6 NOV 2000

FORCE ORDER P4400.1

From: Commanding General
To: Distribution

Subj: STANDING OPERATING PROCEDURES (SOP) FOR CONDUCT OF THE
COMMAND ADJUSTMENT PROGRAM (SHORT TITLE: SOP FOR CMD ADJ
PROG)

Ref: (a) MARADMIN 188/00
(b) MARADMIN 271/00
(c) MCBul 3000
(d) MCO 3000.11C
(e) MCO P4400.150
(f) UM 4400-124
(g) MCO P4790.2

Encl: (1) LOCATOR SHEET

1. Purpose. To establish and clarify policies and procedures for transferring equipment and outline command adjustment requirements within III Marine Expeditionary Force (MEF) in accordance with reference (a). This SOP will act as a uniform directive which will ensure that both supported and supporting units maintain accurate visibility of their asset posture within the decision support systems utilized by MEF/MARFORPAC/HQMC.

2. Action. III MEF Major Subordinate Commands/Elements (MSC/E's) will ensure compliance with this order and issue amplifying instructions as necessary.

3. Applicability. This SOP is applicable to all units organic to III MEF. It serves as a basic source document for the conduct of all command adjustment activities except when directives issued by higher headquarters take precedence.

4. Recommendation. Recommendations and modifications concerning the procedures outlined in this order are invited. Such recommendations will be forwarded via the chain of command to the Commanding General, III MEF (AC/S, G-4 MRB).

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5. Certification. Reviewed and approved this date.

A handwritten signature in black ink, appearing to read 'T. E. Donovan', with a stylized flourish at the end.

T. E. DONOVAN
Deputy

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Copy to: Comdr, MarForPac

LOCATOR SHEET

SUBJ: _____

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

SOP FOR THE CMD ADJ PROG

RECORDS OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

SOP FOR CMD ADJ PROG

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SOP FOR CMD ADJ PROG

CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. INTRODUCTION. The Command Adjustment Program was established to provide accurate visibility of realigned equipment against Marine Corps allowances. Command Adjustments are realignments of equipment transferred between activities for more than 120 days.

1001. BACKGROUND

1. Previously, III MEF equipment transfers were not handled uniformly. Previous guidance from HQMC allowed commander discretion. In an effort to save man-hours, interpretation of this guidance usually resulted in resources that were not command adjusted, (i.e., transferred from the supporting unit to the supported unit.). This contributed to a skewed view in roll-up reporting of Mechanized Allowance List (MAL) assets via SORTS and related MAL USMC readiness reporting tools.

2. To clarify USMC command adjustment policy, reference (a), Marine Corps Administrative Message (MarAdmin) 188/00 states that all Type 1 and 2, stores account codes (SAC) 1 and 3 items will be command adjusted and transferred from supporting (the unit transferring the assets) to gaining organizations' property records. Command adjustments are required for all deploying Marine Air Ground Task Force (MAGTF), SPMAGTF units and detachments (e.g., Marine Expeditionary Units, CARAT, etc.) who will possess the transferred assets for more than 120 days. Command adjustments are also required for the formation of permanent or long-standing detachments, units formed and requiring equipment for immediate mission accomplishment ahead of planned fielding, and units that are reorganized on an experimental basis. The rationale supporting the decision to command adjust all equipment is to ensure complete asset accountability. Additionally, there may be other occasions and periods less than 120 days where command adjustments are necessary to properly transfer, account for, and conduct readiness reporting on the equipment specified above. Waivers regarding the occasion and duration aspect of the command adjust policy will be submitted to CG, III MEF (G-4 MRB) for approval on a case-by-case basis.

3. MarAdmin 188/00 was subsequently revised by reference (b) based on input from the operating forces which indicated that supply transactions associated with command adjusting all type 1 and 2

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assets with current legacy systems was too labor intensive. MarAdmin 271/00 stated that at a minimum, supporting and gaining commands are required to command adjust only Marine Corps Group Equipment Resource Reporting (MCGERR) equipment (references c and d) because of the desire to alleviate the burden on supply sections entering the transfer transactions. Commands are encouraged but not required to command adjust all non-MCGERR type 1 items when applicable to enhance total asset visibility (TAV).

4. III MEF concurs with the revised rationale. All non-MCGERR equipment transfers between III MEF units will be at the discretion of the supporting and gaining commanders. This SOP will outline the methods and requirements for executing required command adjustments.

CHAPTER 2

POLICY

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CHAPTER 2

POLICY

2000. INTRODUCTION. Command adjustments are required to maintain and facilitate accurate ground equipment readiness reporting, visibility, and accountability, of table of equipment (T/E) assets transferred between MAGTF organizations. Supporting and gaining commands are required to command adjust only Marine Corps Ground Equipment Resource Reporting (MCGERR) equipment (references c and d). Commands are encouraged but not required to command adjust all non-MCGERR type 1 items when applicable to enhance total asset visibility (TAV).

2001. AUTHORIZATION. The first common command is the approving authority for command adjustments. If a command adjustment is to occur between FSSG units, the Commanding General, 3d FSSG, is the first common command and the approving authority. If a command adjustment is to occur between an FSSG unit and MSSG-31, or any unit external to 3d FSSG, the Commanding General, III Marine Expeditionary Force is the first common command and the approving authority. All requests for transfer of equipment will be submitted in writing to the approving authority prior to the transfer of assets.

2002. OWNERSHIP. A command adjustment does not transfer ownership of a HQMC allowance to the unit possessing command-adjusted equipment, or the supported unit. Instead, it transfers the responsibility of accountability, maintenance and the general safeguarding of the equipment to the supported unit. Responsibility for command-adjusted equipment will be established as follows:

1. Accounting functions, sub-custody procedures and transfer of assets will be conducted in accordance with references (c) and (d). Corrective and preventative maintenance will be conducted in accordance with reference (e). The supported unit does not have the authority to dispose of this equipment via WIR's or DRMO, nor will the supported unit requisition replacement items.
2. Disposal, requisition, replacement and retaining the HQMC allowance will reside with the supporting unit.

2003. RECONCILIATION. The first common command is responsible for coordinating and conducting reconciliations of command adjustments. A listing of all command adjusted equipment will be published by the first common command on a semi-annual basis (Figure 2-1). The

supported unit, supporting unit, and the first common command are responsible for maintaining records of command adjustments. Command adjustment reviews will be conducted by the first common command on an as required basis, but at least semi-annually, utilizing the format in figure 2-1. The first common command will direct the reconciliation between supported and supporting units as needed when discrepancies are identified. III MEF G-4 MRB will coordinate and conduct a reconciliation of all III MEF command adjustments on an annual basis or as needed in support of the excess reduction and supply accountability mission.

2004. FILING REQUIREMENTS. All units taking part in command adjustments will establish and maintain accurate file folders of all command-adjusted equipment. These folders will contain all documentation created as a result of command adjustment transactions (i.e., Joint LTI's, 1348's, copies of Z2M transactions, and authorization letters from the approving command, etc.). This file will be maintained until the approving authority rescinds the command adjustment. Additionally, this folder will be subject to the LRE/LRI/FAI inspection process for accountability and policy compliance. (Note: A copy of the DD-1348-1 must be maintained in this file as the POD file is only maintained for two years and some command adjustments may exceed that length of time.).

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CMD ADJ ALLOWANCE REVIEW

<u>TAMCN</u>	<u>AAC</u>	<u>UNIT</u>	<u>NOMEN</u>	<u>O/H</u>	<u>DUE</u>	<u>HQMC ALLOW</u>	<u>CMD ADJUST</u>	<u>AUTH TOTAL</u>	<u>+O/-S</u>	<u>REMARKS</u>
<u>B2566</u>	M28260	MED BN	TRUCK,LIFT,FK	0	0	0	0	0	0	
	M29001	H&S BN		0	0	0	0	0	0	
	M29021	MRB BN		2	0	2	0	2	0	
	M29040	TSB BN		12	0	14	-3	11	+1	-3 TO M29048
	M29048	MSSG-31		3	0	0	+3	3	0	+3 FRM M29040
	M29049	CSSD-36		0	0	0	0	0	0	
	M29100	ENG SPT BN		2	0	2	0	2	0	
	M34015	FUJI		3	0	0	+3	3	0	+3 FRM M13330
	M69009	CSSG-3		11	0	11	0	11	0	
	MMR530	WRMR		0	0	0	0	0	0	
	MMR540	MREP		0	0	0	0	0	0	
TOTALS				33		29	+3	32	-1	

Figure 2-1. Sample Format For CMD ADJ Allowance Review

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CHAPTER 3

PROCEDURES

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CHAPTER 3

PROCEDURES

3000. REQUESTS FOR SUPPORT. Requests for command adjustments may be originated by a unit or may be directed by higher headquarters. When initiated by a unit, the request will be submitted as delineated in paragraph 2001. If supportable, the Major Subordinate Command will direct the supporting unit to provide the requested support via naval message. All requests will be submitted in writing in accordance with Figures 3-1 through 3-3.

3001. CONDUCT OF TRANSFER. Once a unit has identified a need for support, the common higher headquarters will direct the command adjustment in writing to both the supporting and the supported (requesting) unit, Figure 3-2. The two participating commands will conduct a Joint LTI within five working days of approval. The supporting unit will provide equipment that is in the best possible condition and at a minimum condition code C. Figure 3-4 provides detailed procedures for the transfer of requested property.

a. Should the supported and supporting unit be unable to conduct a Joint LTI because of geographical constraints or operational commitments, the lowest common command will provide a technical expert to conduct the LTI. This technician will provide copies of the Joint LTI and DD-1348s to the supporting unit, supported unit and the first common command.

b. If during the conduct of the Joint LTI, the supported unit determines the equipment is not in the directed condition code, they will notify the authorizing headquarters immediately. The headquarters will direct the supporting unit to correct identified discrepancies or provide a substitute item. In the event that the supporting unit is unable to rectify this situation, the first common command will identify an alternate supporting unit.

3002. ACCEPTANCE PROCEDURES. Upon acceptance of the command adjusted equipment by the supported unit, an authorized representative of the supported unit will sign the DD-1348. A copy of the signed DD-1348 will be provided to the first common command G-4 (Supply) by the supporting unit as Proof of Delivery (POD) within 5 days.

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UNIT HEADING

IN REPLY REFER TO:
4400
MSSG 31/SUP
Date

From: Commanding Officer, MSSG 31, (Supply)
To: Commanding General, 3d FSSG, G-4, Supply
Via: (1) Commanding Officer, 31st MEU, S-4, Supply
(2) Commanding General, III MEF, G-4 Supply

Subj: REQUEST COMMAND ADJUSTMENT

1. Request approval for a Command Adjustment increase of the following:

<u>TAMCN</u>	<u>QTY</u>	<u>NOMENCLATURE</u>	<u>NSN</u>
D1158	1	TRUCK, UTILITY	2320-01-107-7156

2. Justification: This additional vehicle will provide mobility to a third military police fire team. This capability is critical during convoys, mounted patrolling, route reconnaissance, route marking, and battlefield circulation control.

3. Projected Length of Time Required: Length of deployment-approx. 180 days

5. Point of contact is Capt Robinson at DSN 637-1146.

U. R. GIVINGITUP
By direction

Figure 3-1. Sample Format of a Letter requesting Command Adjustment.

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UNIT HEADING

IN REPLY REFER TO:

4400

MSSG 31/SUP

Dates

FIRST ENDORSEMENT on CO, MSSG-31 ltr 4400 MSSG 31/SUP of Date

From: Commanding Officer, 31st MEU, S-4 Supply

To: Commanding General, 3d FSSG, G-4 Supply

Via: Commanding General, III MEF, G-4 Supply

Subj: REQUEST COMMAND ADJUSTMENT

1. Forwarded, recommending approval.
2. Point of contact is Capt America at DSN 622-7722.

I. D. SIDE
By direction

Figure 3-2. Sample Format of a First Endorsement Letter

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Unit Heading

IN REPLY REFER TO:
4400
Sup
Date

SECOND ENDORSEMENT on MSSG-31 Commanding Officer ltr 4400 MSSG
31/SUP of Date

From: Commanding General, III MEF, G-4 Supply
To: Commanding General, 3d FSSG, G-4 Supply

Subj: REQUEST COMMAND ADJUSTMENT

1. Forwarded, recommending approval.
2. Point of contact is Capt Hall at DSN ###-####.

I. A. GREE
By direction

Figure 3-3. Sample Format of Second Endorsement Letter

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RTTUZYUW RUHBBEA0001 3620410-UUUU--RUHBBEA RHMCSUU.
 ZNR UUUUU
 R 310410Z DEC 99 ZYB
 FM CG THIRD FSSG/G4/SUP//
 TO THIRD MATERIEL READINESS BN/S4/SUPO//
 MSSG THREE ONE/S4/SUPO//
 INFO III MEF/G4/SUP//
 CG THIRD FSSG/G4/SUP//
 BT
 UNCLASS//NO4400//
 SUBJ/CMD ADJUSTMENT FOR MSSG THREE ONE//
 POC/RODRIGUEZ/MSGT/GROUP SUP CHIEF/-/TEL:DSN 637-3438//
 POC/WORTHY/SSGT/G4(SUP ANALYST)/-/TEL:DSN 637-4216//
 POC/DEFABRITIS/SGT/G4(SUPNCO)/-/TEL:DSN 637-2148//
 REF/A/MCO/P4400.150 //
 REF/B/LTR 1400/CO MSSG THREE ONE/27 DEC 99//
 REF/C/PHONCON/G4, 3D FSSG AND MRB, 3D FSSG OF 29 DEC 99.//
 REF/D/LTR CG III MEF 4400/Sup/30 DEC 99//
 NARR/REF A IS THE CONSUMER LEVEL SUPPLY MANUAL. REF B IS A
 REQUEST FOR EQUIPMENT SUPPORT FROM CO MSSG THREE ONE. REF C
 IS A PHONCON BETWEEN SGT DEFABRITIS, G-4 3D FSSG AND GYSGT
 WEST, MRB CONFIRMING AVAILABILITY OF REQUESTED ITEM. REF D
 IS CG III MEF LTR APPROVING REQUEST IN REFERENCE B.//
 RMKS/1. PER PROCEDURES OUTLINED IN REF A, THE REQUESTED
 CMD ADJUSTMENT(CMD ADJ) IDENTIFIED IN REF B IS
 AUTHORIZED.//
 2. COMMANDER MATERIEL READINESS BN:
 A. TRANSFER THE FOLLOWING EQUIPMENT IN AT LEAST CONDITION
 CODE (CC) C:

TAMCN	NOMEN	NSN	QTY
D1158	TRUCK, UTILITY	2320-01-107-7156	1

B. THIS TRANSFER IS A CMD ADJ. YOUR MECHANIZED ALLOWANCE
 LIST(MAL) QTY FOR THIS TAMCN WILL REMAIN UNCHANGED FOR THE
 HQMC ALLOW QTY; HOWEVER, IT WILL REFLECT A CMD ADJ MINUS(-).
 C. EFFECT DECREASES IN THE AUTH AND O/H QUANTITIES OF THE UNIT
 LM-2 RPT TO REFLECT THIS TRANSFER. SUBMIT AND MAINTAIN RM-4
 REMARKS IN THE FOLLOWING FORMAT:
 CMD ADJ QTY 001 TO M29048
 D. CONTACT MSSG THREE ONE FOR A DOC# TO CONDUCT THE
 DOCUMENT IDENTIFIER CODE(DIC) Z2M TRANSFER. INDUCT A DIC Z2M
 INTO THE SASSY CYCLE IN ORDER TO DECREASE THE MAL O/H QTY BY
 THE AMOUNT OF EQUIPMENT CMD ADJUSTED. MAINTAIN A COPY OF
 THIS MSG FILED WITH THE CURRENT EAF TO SUPPORT THE CMD ADJ.
 E. PROVIDE A DUP OF THE DD-1348 RECEIPT AS PROOF OF
 DELIVERY(POD) TO THIS HQTRS, G4(SUP) WITHIN (5) WORKING
 DAYS.
 F. REF C CONFIRMED YOUR ABILITY TO SUPPORT THIS TRANS.
 HOWEVER, IF UNABLE TO PROVIDE REQUIRED EQUIPMENT,
 REPLY TO THIS HQTRS, G4(SUP) VIA NAVAL MSG PROVIDING
 JUSTIFICATION NLT (2) WORKING DAYS FROM THE RELEASE OF THIS
 MESSAGE.
 3. COMMANDER MSSG THREE ONE:
 A. COORDINATE WITH THIRD MATERIEL READINESS BN TO CONDUCT
 A JOINT LTI OF THE SUBJ EQUIP PRIOR TO THE ACTUAL TRANSFER
 AND PROVIDE A COPY OF THE ACCEPTANCE TO THIS HQTRS, G4(SUP).

Figure 3-4. Sample Format of Message Directing Command Adjustment

SOP FOR CMD ADJ PROG

B. NOTIFY THIS HQTRS, G4(SUP) IMMEDIATELY IF THIS EQUIPMENT IS NOT AT LEAST CC C.

C. THIS TRANSFER IS A CMD ADJ. LOAD A CMD ADJ PLUS(+) TO THE MAL.

D. INDUCT A DIC D6T WITH THE SAME DOC# AS THE Z2M TRANS TO INCREASE THE MAL O/H QTY BY THE AMT OF EQUIPMENT CMD ADJUSTED.

E. EFFECT INCREASES IN THE AUTH AND O/H QNTIES OF THE UNIT LM-2 RPT TO REFLECT THIS TRANSFER. SUBMIT AND MAINTAIN RM-4 RMKS IN THE FOLLOWING FORMAT:
CMD ADJ QTY 001 FM M29021

F. RETAIN A COPY OF THIS MSG WITH YOUR CURRENT MAL TO JUSTIFY AND RECONCILE YOUR CMD ADJUSTMENTS.//

BT
#0001
NNNN

Figure 3-4. Sample Format of Message Directing Command Adjustment

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CHAPTER 4

SUPPLY MANAGEMENT

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CHAPTER 4

SUPPLY MANAGEMENT

4000. ACTIONS REQUIRED TO EFFECT CMD ADJ FOR THE SUPPORTING UNIT

1. Arrange for a Joint LTI with the supported unit to ensure the equipment is serviceable and SL-3 complete.
2. Coordinate equipment pick-up date and location.
3. Obtain a document number from the supported unit and input a Z2M (redistribution order). The supported unit's RUC will be entered in document number of the redistribution order and purpose code "C" will be used. (Z2M transactions will not be inducted until the supported unit accepts the equipment being transferred).
4. Prepare a YAL (Loaded Unit Allowance File Change) to load the quantity command adjusted to the supported unit. The command adjustment field will reflect a minus quantity equal to the equipment transferred to the supported unit. The MAL's total allowance field will be reduced by the quantity in the command adjustment field.
5. The Z2M and the YAL transactions will be annotated to the MAL, Figure 4-1.
6. Ensure legible copies of the Joint LTI are delivered to the supporting command supply officer as well as the first common command, (Attn: G-4 Supply).
7. Ensure a legible copy of the Proof of Delivery (POD) DD form 1348 is delivered to the supporting command supply officer. The POD should be complete with nomenclature, serial numbers, and a legible signature, Figure 4-2.
8. Drop the applicable equipment and serial number from the appropriate Consolidated Memorandum Receipt (CMR) by processing a YRU (Load/Change Transaction Card).
9. Reduce the appropriate quantities of command adjusted equipment from the "authorized" and "possessed" columns of the LM2 readiness report in accordance with reference (g), Figure 4-3.
10. Maintain copies of all supporting documentation in the command adjustment equipment file and maintain on file until the command adjustment has been rescinded in writing by the first common command.

SOP FOR CMD ADJ PROG

4001. ACTIONS REQUIRED TO EFFECT CMD ADJ FOR THE SUPPORTED UNIT

1. Coordinate with the supporting unit in order to execute the joint LTI/pickup date.
2. Prepare the appropriate YAL to load a positive command adjustment allowance to the MAL, Figure 4-4.
3. Induct the D6T (Material Receipt Transaction) to receipt for the quantity due in.
4. Load the TAMCN, NSN and serial number of the equipment received to the appropriate CMR.
5. Load/increase the appropriate quantities of command adjusted equipment from the "authorized" and "possessed" columns of the LM2 readiness report.
6. Ensure the appropriate remarks referring to the command adjustment are made in the RM4 remarks portion of the LM2 readiness report for those items listed in reference (a), Figure 4-5.

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SUPPORTING UNIT MAL (BEFORE)											
MATERIAL READINESS BATTALION											
ACTIVITY M25021		MECHANIZED ALLOWANCE LIST AND OVER/SHORT REPORT					PART 1 DATE 22/15/99 PAGE 24				
TAN	FOR	ITEM NAME	UI	ON	REQ	CHG	TOTAL	UNIT	B	T	C
DI1587	2120011077155	TRUCK, UTILITY	SA	3	3	0	3	34735.00	A	3	I
	2120011077156	TRUCK, UTILITY	SA	2	3	-1	2	34461.00	C	1	A
TOTAL FOR TAN DI1587				5	6	0	6		3	1	A
										NAME REPORTABLE	
3247 MP2502-7342-0001											

SUPPORTING UNIT MAL (AFTER)											
MATERIAL READINESS BATTALION											
ACTIVITY M25021		MECHANIZED ALLOWANCE LIST AND OVER/SHORT REPORT					PART 1 DATE 05/01/00 PAGE 24				
TAN	FOR	ITEM NAME	UI	ON	REQ	CHG	TOTAL	UNIT	B	T	C
DI1587	2120011077155	TRUCK, UTILITY	SA	3	3	0	3	34735.00	A	2	I
	2120011077156	TRUCK, UTILITY	SA	2	3	-1	2	34461.00	C	1	A
TOTAL FOR TAN DI1587				5	6	-1	5		3	1	A
										NAME REPORTABLE	

Figure 4-1. Sample Format of Supporting Unit MAL

SOP FOR CMD ADJ PROG

DOC ITEM		R FROM		PEC		ADD		QUANTITY		DATE		SERIAL		ADDRESS		CITY		STATE		ZIP		COUNTRY		TOTAL							
A2A		2320-01-107-7156		EA 00001		M29048-9362-0002		M29021		12														\$34461.00							
SHIP FROM										SHIP TO										MARK FOR PROJECT										TOTAL	
MATERIAL READINESS BN 3D FSSG (M29021)										MSSG THREE ONE (M29048)										CMD ADJ										\$34461.00	
WAREHOUSE LOCATION				TYPE OF CARGO		UNIT PACK		UNIT WEIGHT		UNIT CUBE		UFC		NMFC		FREIGHT RATE		DOCUMENT DATE		QUANTITY		TOTAL									
SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED				FREIGHT CLASSIFICATION NOMENCLATURE																											
				D1158 564328																											
ITEM NOMENCLATURE				TRUCK, CARGO																											
SELECTED BY AND DATE				TYPE OF CONTAINER				TOTAL WEIGHT				RECEIVED BY AND DATE				INSPECTED BY AND DATE															
SIGNATURE/DATE												MSSG 31 SIGN HERE																			
PACKED BY AND DATE				NO. OF CONTAINERS				TOTAL CUBE				SIGNATURE/DATE				WAREHOUSE LOCATION															
THIS CMD ADJ DIRECTED BY CG FSSG/G4 MSG 280410Z DEC 99																															
PORT ORIGIN ADDRESS										DATE SHIPPED																					
12 TRANSPORTATION CHARGEABLE TO										14 BLANKET, AWE, OR RECEIPT SIGNATURE (AND DATE)										16 RECEIPT'S DOCUMENT NUMBER											

DD FORM 1348-1, MAR 91
PREVIOUS EDITION MAY BE USED

Figure 4-2. Sample Format of DD Form 1348 (Proof of Delivery)

SOP FOR CMD ADJ PROG

SUPPORTING UNIT LM2 REPORT (BEFORE)

TAM		TAM		UIC M29021		MAJOR CMD M29000		MC-4431-03		DATE 00/092		
NUMBER	NOMENCLATURE	REPT	REPT	EXCESS	DEADLINED-EQUIP	ORIGINAL	DATE-OF	PRES	PRES	PRES	STATUS	
D1158	TRK CARGO, H888V M998/1038	AUTH	POSS	QTY	SERIAL-NO	ID-NO	DATE-DL	PRES-COMD	COND	COM	HOLDER	NO
		01	01									

REMARKS ABOUT TAM

CMD ADJ QTY 001 TO M29048
 Ser # 564328
 IAW CA 3P359 MSG 210410Z MAR 00

SUPPORTING UNIT LM2 REPORT (AFTER)

TAM		TAM		UIC M29021		MAJOR CMD M29000		MC-4431-03		DATE 00/092		
NUMBER	NOMENCLATURE	REPT	REPT	EXCESS	DEADLINED-EQUIP	ORIGINAL	DATE-OF	PRES	PRES	PRES	STATUS	
D1158	TRK CARGO, H888V M998/1038	AUTH	POSS	QTY	SERIAL-NO	ID-NO	DATE-DL	PRES-COMD	COND	COM	HOLDER	NO
		01	01									

REMARKS ABOUT TAM

991216

CMD ADJ QTY 001 M29048 SERIAL # 564328
 IAW CA
 3P359 msg dtd 210410Z MAR 00.

Figure 4-3. Sample Format of Supporting Unit LM2 Readiness Report

SUPPRESSED UNIT MAL. (BENFONE)

~~32M #2215-8542-Deo2~~

SUBMITTED UNIT MAIL (AFTER)

MAKER'S RESPONSIBILITY

4-8

SOP FOR CMD ADJ PROG

SUPPORTED UNIT LM2 REPORT (BEFORE)													
TAM NUMBER		TAM NOMENCLATURE		NAVES LM2 UNIT REPORT				MC 4431-03 DATE 99/362					
				MSG-31				UIC PAGE 1 MC PAGE 11					
		UIC M29048	REPT REPT	EXCESS DEADLINED EQUIP	ORIGINAL	DATE-OF	MAJOR CMD M29000	PRES	PRES	PRES	STATUS	PRO	
		AUTH POSS	QTY	SERIAL-NO	ID-NO	DATE-DL	PRES-COND	COND	HOW	HOLDER	DAYR	NO	
D1158	TRK CARGO, 1990WV M998/1038		1										
			2										
			2										
REMARKS ABOUT TAM													
991215													
CMD ADJ QTY 001 FROM M29001													
SERIAL # 555723													
CMD ADJ QTY 001 FROM M29021													

CMD ADJ QTY 001 FROM M29021

SUPPORTED UNIT LM2 REPORT (AFTER)													
AFTER CMD ADJ		NAVES LM2 UNIT REPORT							MC 4431 03 DATE 99/362				
		MSG-31						UIC PAGE 1 MC PAGE 11					
TAM NUMBER	TAM NOMENCLATURE	UIC M29048 REPT REPT AUTH POSS	EXCESS QTY	DEADLINED SERIAL-NO	EQUIP ID-NO	MAJOR ORIGINAL DATE-DL	CMD M29000 DATE-OF PRES-COND	PRES COND.	PRES FORM	PRES HOLDING	STATUS DAYR	PRO NO	
D1158	TRK CARGO, 1099WV M998/1038	2 2		555723	8771A	99/321	99/357		NMCS	2	M29048	005 MCS09	
REMARKS ABOUT TAM													
991215													
CMD ADJ QTY 001 FROM M29001													
SERIAL # 555723													
CMD ADJ QTY 001 FROM M29021													
SERIAL # 564328													

Figure 4-5. Sample Format of Supported Unit LM2 Readiness Report

SOP FOR CMD ADJ PROG

CHAPTER 5

EQUIPMENT EXCHANGES

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FIGURE

Fig 5-1, SAMPLE FORMAT OF LETTER REQUESTING FOR EQUIPMENT EXCHANGE.	5-5
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CHAPTER 5

EQUIPMENT EXCHANGES

5000. GENERAL INFORMATION. Equipment exchanges are required periodically to rotate command adjusted equipment. However, as the command adjusted equipment may not be older or more frequently used than equipment within supporting units, arbitrary rotation of assets based upon a predetermined schedule will not occur. Arbitrary rotation of equipment frequently results in an increased logistic burden and waste of manpower by causing the unnecessary exchange of unserviceable assets. The approving authority that directed the original command adjustment will authorize equipment exchanges. Equipment exchanges will be based upon the following criteria:

1. Equipment requires corrosion repair beyond third echelon will be nominated for rotation.
2. Equipment is combat deadlined and cannot be repaired in time to meet operational requirements. All required maintenance actions must be recorded in MIMMS-AIS and SASSY in order for the approving authority to provide assistance and validate requirements prior to equipment rotation.
3. Equipment is degraded and represents a chronic maintenance burden may also be nominated for exchange. The supported unit must ensure that all equipment maintenance actions are properly recorded in record jackets and Automated Information Systems to allow for tracking and corrective action. If the required maintenance is not recorded, substantiating chronic maintenance requirements cannot be accomplished.

5001. CONDUCT OF TRANSFER.

1. Units will submit nominations for equipment exchanges to the appropriate MSC, Figure 5-1.
2. The supported and supporting units will conduct Joint LTIs on both the returned and issued equipment so that the exchange occurs on the same day. If a delay exists, the supported unit will notify the authorizing command immediately.
3. The MSC will direct the equipment exchange in writing to both the supporting and the supported unit, Figure 5-2.

5002. ACTIONS TO BE PERFORMED BY THE SUPPORTING UNIT

1. Equipment provided by Supporting Unit.

a. Arrange for a Joint LTI with the supported unit to ensure that the equipment provided is at least Condition Code C and SL-3 complete.

b. Coordinate equipment exchange and location.

c. Prepare a manual DD form 1348 (POD).

d. Remove the applicable equipment and serial number from the appropriate CMR via a YRU transaction.

2. Equipment received from the supported unit

a. Arrange for a joint LTI of equipment being returned.

b. Itemize repair costs required to restore equipment to at least condition code C.

c. Submit a request to the III MEF Comptroller, via the first common command, for realignment of funding required to effect repairs of equipment being returned.

d. Load serviceable equipment to the CMR using a YRU transaction. If equipment being sourced is not at least condition code C and SL-3 complete notify first common command immediately. Make appropriate serial number changes to each CMR.

d. Submit request for WIR to the first common command if equipment is beyond repair.

e. Ensure that legible copy of all paperwork is provided to the lowest common command.

f. Maintain copies of all supporting documentation in the command adjusted equipment file.

5003. ACTIONS TO BE PERFORMED BY THE SUPPORTED UNIT

1. Equipment provided to the supporting unit

a. Make every reasonable effort to bring the equipment being returned to the best condition possible.

b. Coordinate with the supporting unit in order to execute the equipment exchange.

c. Prepare a manual DD form 1348 (POD).

d. Remove the applicable equipment and serial number from the appropriate CMR using a YRU transaction.

2. Equipment received from the Supporting Unit

a. Ensure that equipment being provided is at least condition code C or better.

b. Sign the Supporting Unit's POD and retain a copy for your records.

c. Load the applicable equipment and serial number to the appropriate CMR using a YRU transaction.

d. Maintain copies of all supporting documentation in the command adjusted equipment file.

UNIT HEADING

IN REPLY REFER TO:
4400
MSSG 31/SUP
Date

From: Commanding Officer, MSSG 31/Supply
To: Commanding General, 3d FSSG, G-4 Supply
Via: (1) Commanding Officer, 31st MEU, S-4 Supply
(2) Commanding General, III MEF, G-4 Supply

Subj: REQUEST FOR EQUIPMENT ROTATION

1. Request approval for an equipment rotation for the following items:

<u>TAMCN</u>	<u>QTY</u>	<u>NOMENCLATURE</u>	<u>NSN</u>	<u>SERIAL#</u>
D1158	1	TRUCK, UTILITY	2320-01-107-7156	564328

2. Justification. This piece of equipment has been degraded from Condition Code (A) to Condition Code (F) because of use during Operation Trash Hummer. The maintenance upkeep of this vehicle has become a tremendous burden and a hindrance to mission accomplishment.

3. This command requires a replacement for this vehicle in order to continue hasty deployment in support of East Sea crisis.

4. Point of contact is Lt Murphy-Slaw at 637-1146.

B. A. MURPHY-SLAW
By direction

Figure 5-1. Sample Format of Letter Requesting For Equipment Exchange

SOP FOR CMD ADJ PROG

R 170410Z JAN 00 ZYB
 FM CG THIRD FSSG/G4/SUP//
 TO MSSG THREE ONE/S4/SUP//
 MATERIEL READINESS BN/S4/SUP//
 INFO CG III MEF/G4/SUP/COMPT/
 CG THIRD FSSG/G4/SUP/COMPT//
 THREE ONE MEU/S4/SUP//
 BT
 UNCLASS//NO4400//
 SUBJ/EQUIPMENT ROTATION//
 POC/RODRIGUEZ/MSGT/GROUP SUPPLY CHIEF/-/TEL:DSN 637-3438//
 POC/DEFABRITIS/SGT/G4(SUPNCO)/-/TEL:DSN 637-2148//
 REF/A/III MEF SOP FOR CMD ADJ PROG//
 REF/B/CO MSSG-31 LTR 4400 OVER MSSG 31/SUP DTD 15 JAN 99//
 REF/C/PHONECON/G4-SUP AND MRB/15 JAN 00//
 NARR/REF A IS THE III MEF SOP FOR COMMAND ADJUSTMENT PROGRAM.
 REF B IS A REQUEST FOR EQUIPMENT ROTATION FROM CO MSSG THREE ONE.
 REF C IS PHONECON BETWEEN SGT DEFABTIS, G-4 SUPPLY AND GYSGT WEST, MRB
 SUPPLY CONFIRMING EQUIPMENT AVAILABILITY SUPPORT.//
 RMKS/1. AS PER REFERENCES THE FOLLOWING EQUIPMENT IS DIRECTED FOR
 ROTATION.
 (READ IN FOUR COLUMNS)

TAMCN	NOMEN	QTY
D1158	TRUCK, UTILITY	1

 2. COMMANDER MSSG THREE ONE:
 A. PREPARE EQUIPMENT SCHEDULED FOR EXCHANGE ENSURING IT IS
 IN BEST CONDITION POSSIBLE AND SL-3 COMPLETE.
 B. IF THE EQUIPMENT BEING SOURCED IS NOT AT LEAST CONDITION CODE (CC)
 C AND SL-3 COMPLETE
 NOTIFY THIS HQTRS(G4/SUP) IMMEDIATELY.
 C. MAKE THE APPROPRIATE SERIAL NUMBER CHANGES TO THE APPLICABLE CMR.
 3. COMMANDER MRB:
 A. PROVIDE A LIKE ASSET IN EXCHANGE TO MSSG THREE ONE ENSURING
 EQUIPMENT IS AT LEAST CC C AND SL-3 COMPLETE.
 B. ENSURE JOINT LTIS AND SL-3 INVENTORIES ARE ACCOMPLISHED ON
 BOTH THE RETURNING AND SOURCING EQUIPMENT.
 C. IDENTIFY ALL DEFICIENCIES (REPAIR PARTS AND SL-3) AND SUBMIT
 A DETAILED COST ESTIMATE OF ALL NEEDED REPAIRS TO THE 3D FSSG
 COMPTROLLER. THE COMPTROLLER WILL IN TURN REQUEST REALIGNMENT OF
 FUNDING FROM THE MEU TO THE FSSG THROUGH III MEF COMPTROLLER.
 D. PROVIDE A COPY OF BOTH JOINT LTIS AND SIGNED DD-1348S TO THIS
 HQTRS(G4/SUP) IMMEDIATELY UPON COMPLETION OF THIS EXCHANGE BUT NLT
 FIVE WORKING DAYS FROM THIS MSG.
 5. DIRECT LIAISON WITH THE BELOW POCS IS AUTHORIZED:
 (READ IN THREE COLUMNS)

UNIT	POC	TEL#
MSSG-31(S4)	LT MURPHY	637-1131
MSSG-31(SUP)	LT ROBINSON/GYSGT HALSTEAD	637-1068
MRB(S4)	SSGT SEIBER	637-1113
MRB(SUP)	LT RICEHOOF/GYSGT WEST	637-1428

Figure 5-2. Sample Format Message Directing Equipment Exchange

CHAPTER 6

RETURN OF EQUIPMENT

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CHAPTER 6

RETURN OF EQUIPMENT

6000. GENERAL INFORMATION. Equipment will be returned to the supporting unit when directed by the approving authority, or requested by the supported unit, (Figures 6-1, 6-2 and 6-3). The following actions will facilitate the return of equipment.

6001. SUPPORTED UNIT ACTION REQUIRED

1. Submit a written request to the first common command requesting the termination of the command adjustment support as per the format in Figure 6-1.
2. As directed in Figure 6-4, accomplish the following tasks:
 - a. Coordinate a joint LTI with the supporting unit.
 - b. Obtain a document number from the supporting unit. Submit a Z2M issue transaction to transfer the command-adjusted equipment back to the supporting unit. If the equipment is serviceable, a Z2M transaction will be processed for purpose code C. If the equipment is unserviceable, a Z2M transaction will be processed for purpose code A.
 - c. Submit a YAL transaction to remove the command adjustment quantity from the supported unit's MAL. Decrease the MAL on-hand quantity for the amount of command-adjusted equipment returned.
 - d. After the complete turnover of command-adjusted equipment to the supporting unit, dispose of LTI's, 1348's and authorization letters that established the command adjustment.
 - e. Submit LM2 authorized and possessed quantity increases for command-adjusted equipment quantities.
 - f. Remove RM4 remarks from the unit LM2 report.

6002. SUPPORTING UNIT ACTION REQUIRED

1. As directed in Figure 6-4, accomplish the following tasks:
 - a. Conduct an LTI with supported unit and identify any equipment discrepancies requiring repair.

- b. Submit for realignments of funding required for equipment repairs to the lowest common command.
- c. Submit a D6T receipt transaction to receipt for the returned equipment and drop the due-in quantity from the Due in and Status File (DASF).
- d. Submit a YAL transaction to remove the command-adjustment minus quantity from the MAL.
- e. After complete turnover of command adjusted equipment is completed, dispose of LTI's, 1348's and authorization letters that established the command adjustments, and notify the first common command that the command adjustment has been rescinded.
- f. Submit LM2 authorized and possessed quantity decreases for command adjusted equipment quantities.
- g. Remove RM4 remarks from the unit LM2 report as applicable.

SOP FOR CMD ADJ PROG

UNIT HEADING

IN REPLY REFER TO:
4400
MSSG 31/SUP
Date

From: Commanding Officer, MSSG 31/Supply
To: Commanding General, Third FSSG, G-4 Supply
Via: (1) Commanding Officer, 31st MEU, S-4 Supply
(2) Commanding General, III MEF, G-4 Supply

Subj: REQUEST FOR RETURN OF CMD ADJ EQUIPMENT

1. Request approval for return of the following equipment, no replacement desired:

TAMCN	QTY	NOMENCLATURE	NSN	SERIAL #
D1158	1	TRUCK, UTILITY	2320-01-107-7156	564328

2. Justification: Subj equip no longer needed.

3. Point of contact is 1stLt Murphy-Slaw at DSN 637-1146.

B. A. MURPHY-SLAW

Figure 6-1. Sample Format of Letter Requesting Equipment Return

SOP FOR CMD ADJ PROG

UNIT HEADING

IN REPLY REFER TO:
4400
Sup
Date

FIRST ENDORSEMENT on CO, MSSG-31 ltr 4400 MSSG 31/SUP of Date

From: Commanding Officer, 31st MEU, S-4 Supply
To: Commanding General, 3d FSSG, G-4 Supply
Via: Commanding General, III MEF, G-4 Supply

Subj: REQUEST COMMAND ADJUSTMENT

1. Forwarded with approval.
2. Point of contact is Capt America at DSN 622-7722.

I. N. Charge
By direction

Figure 6-2. Sample Format of First Endorsement

SOP FOR CMD ADJ PROG

Unit Heading

4400
Sup
Date

SECOND ENDORSEMENT on CO, MSSG-31 ltr 4400 MSSG 31/SUP of Date

From: Commanding General, III MEF, G-4 Supply

To: Commanding General, 3d FSSG, G-4 Supply

Subj: REQUEST COMMAND ADJUSTMENT

1. Forwarded with approval.
2. Point of contact is Capt Hall at DSN ###-####.

I. N. Charge
By direction

Figure 6-3. Sample Format of Second Endorsement Letter

SOP FOR CMD ADJ PROG

RTTUZYUW RUHBBEA0001 0110411-UUUU--RUHBBEA RHMCSUU.
 ZNR UUUUU
 R 018411Z JAN 00 ZYB
 FM CG THIRD FSSG//G4/SUP//
 TO NINTH ENGNRSPT BN//S4/SUP//
 MSSG THREE ONE//S4/SUP//
 INFO III MEF/G4/SUP//
 CG THIRD FSSG/G4/SUP//
 BT
 UNCLASS//NO4400//
 SUBJ/TERMINATION OF COMMAND ADJUSTMENT FOR MSSG THREE ONE//
 POC/RODRIGUEZ/MSGT/GROUP SUP CHIEF/-/TEL:DSN 637-3438//
 POC/WALKER/SSGT/G4 SUP ANALYST/-/TEL:DSN 637-2144//
 POC/DEFABRITIS/SGT/G4 SUPNCO/-/TEL:DSN 637-2148//
 REF/A/MCO/P4400.150D//
 REF/B/LTR/4000/CO MSSG THREE ONE/18 JAN 00//
 NARR/REF A IS THE CONSUMER LEVEL SUPPLY MANUAL. REF B IS A REQUEST
 FOR EQUIPMENT RETURN FROM CO MSSG THREE ONE.//
 RMKS/1. PER PROCEDURES OUTLINED IN REF A, THE REQUESTED COMMAND
 ADJUSTMENT(CMD ADJ) IDENTIFIED IN REF B IS RESCINDED.
 2. COMMANDER MSSG THREE ONE:
 A. RETURN THE FOLLOWING EQUIPMENT IN BEST CONDITION (AT LEAST
 CONDITION CODE C) TO NINTH ESB: (READ IN FOUR COLS)

TAMCN	NOMEN	NSN	QTY
D1158	TRUCK, UTILITY	2320-01-107-7156	1

 C. THIS RETURN WAS CMD ADJ. YOUR MECHANIZED ALLOWANCE
 LIST(MAL) CMD ADJ QTY FOR THESE TAMCNS WILL BE DECREASED BY THE
 QTYS LISTED ABOVE.
 D. EFFECT DECREASES IN THE AUTH AND O/H QTYS OF THE UNIT LM-2
 RPT. DELETE RM-4 RMKS AND DESTROY ALL PAPERWORK.
 E. CONTACT NINTH ESB FOR A DOC# TO INDUCT THE DOCUMENT IDENTIFIER
 CODE(DIC) Z2M TRANSFER. INDUCT DIC Z2M (PURPOSE CODE C)
 INTO THE SASSY CYCLE IN ORDER TO DECREASE THE MAL O/H QTY BY THE
 AMOUNT OF EQUIPMENT CMD ADJ.
 F. PROVIDE A DUP OF THE DD-1348 RECEIPT AS PROOF OF DELIVERY(POD)
 TO THIS HQTRS, G4(SUP) WITHIN (5) WORKING DAYS. FAILURE TO COMPLY
 WITH THIS DIRECTION CANCELS THIS AUTHORITY AND REQUIRES
 RESUBMISSION.
 3. COMMANDER NINTH ENGNRSPT BN:
 A. COORDINATE WITH MSSG THREE ONE TO CONDUCT A JOINT LTI OF THE
 SUBJ EQUIP PRIOR TO THE ACTUAL TRANSFER AND PROVIDE A COPY OF THE
 ACCEPTANCE TO THIS HQTRS, G4(SUP).
 B. IF THIS EQUIP IS NOT AT LEAST CONDITION CODE C, ITEMIZE ALL
 REPAIR PARTS COST. SUBMIT REQUEST FOR REALIGNMENT OF FUNDING
 REQUIRED TO REPAIR EQUIPMENT RETURNED.
 C. INDUCT A DIC D6T (RECEIPT FROM DUE) WITH THE SAME DOC# AS THE
 Z2M TRANS.
 D. THIS RETURN WAS A CMD ADJ. INDUCT APPROPRIATE TRANSACTIONS TO
 DROP THE CMD ADJ QTY FROM THE MAL.
 E. EFFECT INCREASES IN THE AUTH AND O/H QTYS OF THE UNIT LM-2 RPT TO
 REFLECT RETURN OF EQUIPMENT. DELETE RM-4 RMKS AND DESTROY ALL PAPERWORK.
 4. DIRECT LIAISON WITH BELOW POINTS OF CONTACT IS AUTH.
 (READ IN THREE COLS)

UNIT	POC	DSN
MSSG 31	CAPT ROBINSON/GYSGT HALSTEAD	637-3005
9TH ESB	MSGT DRAKE/GYSGT CALDERON	623-4249//

Figure 6-4. Sample Format of Message Directing Recovery of Equip

SOP FOR CMD ADJ PROG

CHAPTER 7

LOSSES OF COMMAND ADJUST EQUIPMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
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CHAPTER 7

LOSSES OF COMMAND ADJUST EQUIPMENT

7000. GENERAL INFORMATION. Should the supported unit physically lose command-adjusted equipment, they will notify the lowest common command. The lowest common command will then notify the supporting unit. The supported unit will conduct all necessary action directed by all applicable references (i.e., investigations, MSLR messages, etc.). However, decrease of on-hand quantities will not take place until directed and approved by the lowest common command. After equipment is dropped from the supported and supporting unit commands, the requirement will be revalidated and the need for support reconfirmed. If replacement is not required, both the supported and the supporting units will decrease/increase their CMD ADJ accordingly. The supporting unit may have to requisition a like replacement to fill the T/E deficiency created by this loss. The lowest common command will provide the supporting unit justification for the requisition of the T/E deficiency.